

Employee Request for Annual Leave

Employee Name: KEVIN LEEK

I request PAID leave from work as follows:

Commencing: THURS SEPT 23RD (cancel this one)

Ending:

Number of days to be taken: 1

To Be Moved To
MONDAY SEPT 13TH add this one

I request UNPAID leave from work as follows:

Commencing:

Ending:

Number of days to be taken:

Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD

10 AUG 2021

ACTION [Signature] COPIES

Office use only:
Days remaining 19